

SECRET

REPORTS
RETURN TO
RECORDS MANAGEMENT DIVISION
4-1

Assistant Special Support Assistant, DD/S

21 March 1956

Chief, Records Management Staff, Management Staff

Reports Required by Headquarters from Field Stations

Ref: Report of inspection made by Chief, Audit Staff, of all stations in South America, 16 October through 2 December 1955

1. The referenced report cites 23 types of field reports, and recommends that they be considered during the current study of Agency reporting requirements.

2. The inventory of DD/S requirements for reports recently conducted by this Staff disclosed only the following reports listed in [redacted] Report:

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25X1

However, we know of at least 56 other reporting requirements (existing or proposed) not tabulated by [redacted] I have attached a listing of these requirements.

25X1

25X1

3. Presently, we are primarily directing our attention to reports submitted across headquarters lines. After a preliminary screening of these reports we will extend our interest to field reports, coordinating our study with the DD/P reports survey which you have proposed. Thus, we intend to study not only the reports listed in [redacted] report but also all other requirements for reports levied on field stations.

25X1

Attachment

Mgt/S/RMS/

pat(3/21/56)

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